

Acceptance of Service

Instructions:

Select *Bankruptcy OR Adversary*

Select *Miscellaneous Activities on Bankruptcy Menu; Notices & Misc Activities on Adversary Menu*

Enter case number

Verify correct case number is correct.

Select Document Event: [Acceptance of Service](#)

Select Party

1. Party filer not listed, Add/Create New Party.

Browse, verify and attach the correct pdf file.

2. Add attachments, if applicable

Refer to existing Event?

Select Appropriate Event to which this event relates

3. Narrow search by entering category type. Highlight all categories if unsure which category.
4. Narrow search further by file date range or document # range.
5. Select event

Review Docket Text for accuracy

Warning!! Verify entry is correct before submitting.